

Module 10

Chapter 4

Updating and Viewing Local National Employee Records

Chapter Overview

Introduction This chapter explains the process for updating and viewing Local National (LN) employee records without using an RPA, i.e., training, education, appraisals, etc. Most countries use the Descriptive Data Fields (DDFs) illustrated. Germany LN DDFs are used as examples. Unique DDFs used by other specified countries are also illustrated.

Chapter Contents

Topic	Page
Overview	1
Before You Begin	1
Updating Local National Records	2
Accessing the People Window	2
Updating a Local National Employee's Address	3
Viewing Assignment Information	4
Updating Extra Person Information	7
Updating Special Information	9

Before You Begin

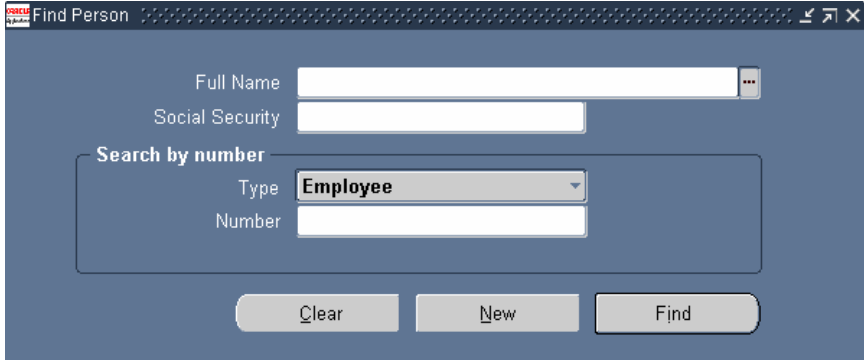
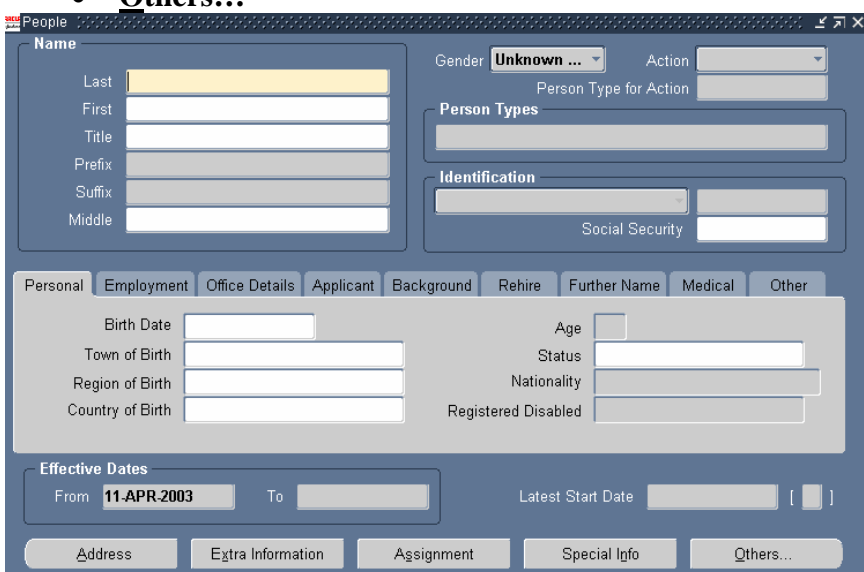
The **People** window is used to update LN employee information when an LN RPA/NPA is **not required**. Taskflow Buttons used are;

- **Assignment** (Links the Person record with the Position record for viewing purposes only)
 - **Extra Information** (Contains single occurrence data)
 - **Special Info (SITs)** (Allows for multiple occurrences of data)
 - **Others** (Additional pay data - used only by **Cuba** – There is no payroll interface for other LN employees.)
-

Updating LN Records

Accessing the People Window

This window is used to update an employee's record with data that does not require an NPA; e.g., appraisals, non-monetary awards, training, etc.


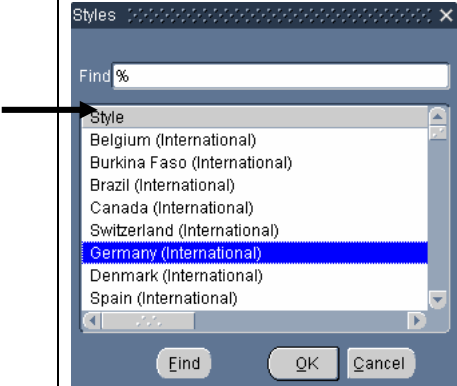
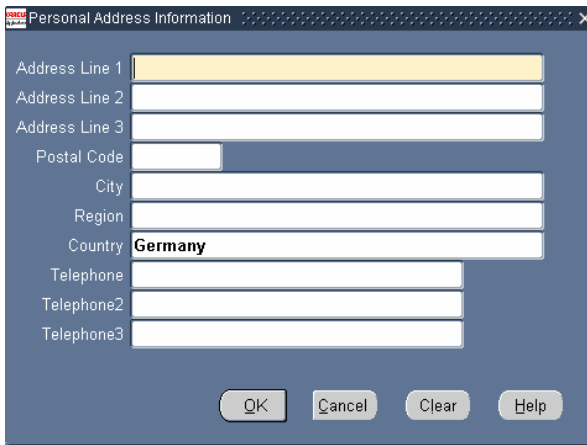
Step	Action
1	<p>Navigation Path People Enter and Maintain <Open>. The Find Person window opens.</p> 
2	<p>Query for the employee by their name, Sequence Number, Applicant Number, or SSAN. The People window opens with the employee data populated and five Taskflow Buttons.</p> <ul style="list-style-type: none"> • Address • Extra Information • Assignment • Special Info • Others... 

Continued on next page

Updating LN Records, Continued

Updating an LN Employee's Address


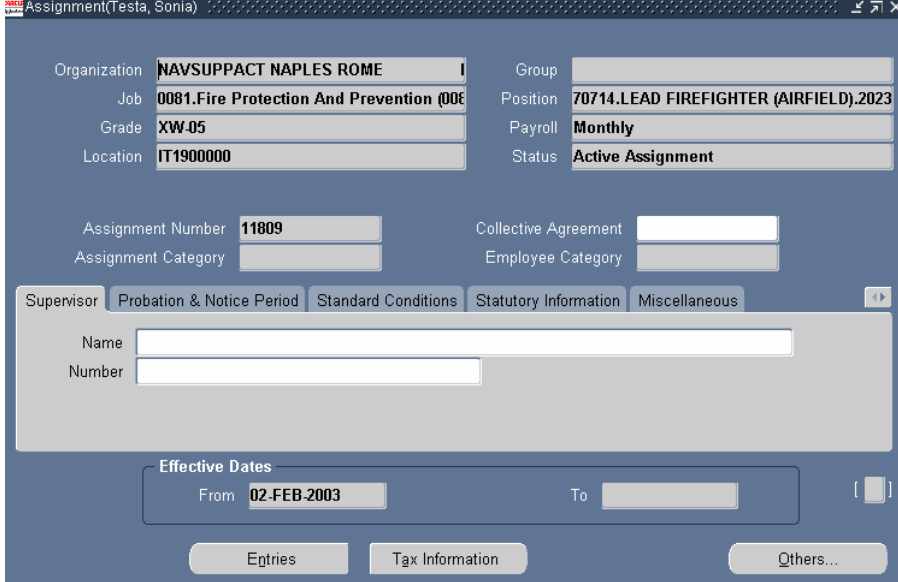
The **Address** window is used by those countries that maintain LN address information. The address is not updated by payroll as for Appropriated Fund records.

Step	Action
1	In the People window, determine if you need to change the current date. If the effective date of the change is not the current date, click Alter Effective Date  on the Toolbar and input the correct date.
2	To update the employee's address, click the <Address> button. The Address window opens with the United States defaulting in the Style data field. Click the LOV icon to select the Country needed 
3	Click in the Address data field to enter the address information. 
4	After entering the address information Click the <OK> button and then click the Save icon.
5	Exit the window. Note: If you Altered the Effective Date , you must reset the date to the current date.

Updating LN Records, Continued

Viewing Assignment Information

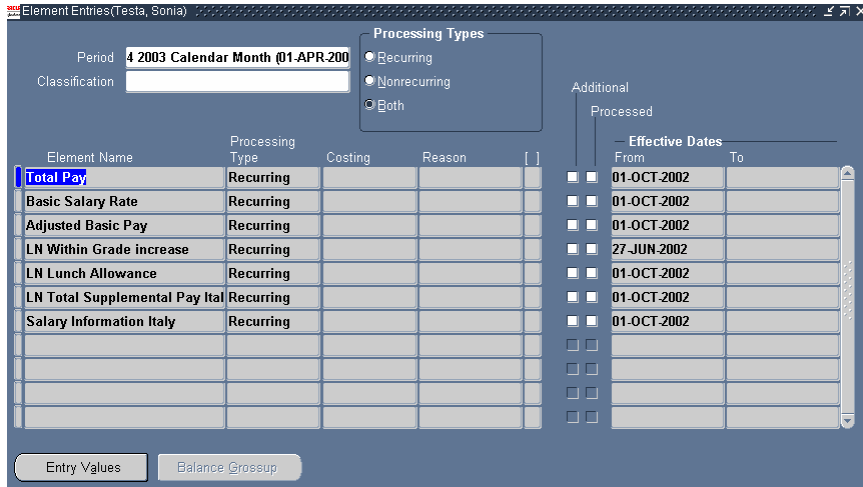
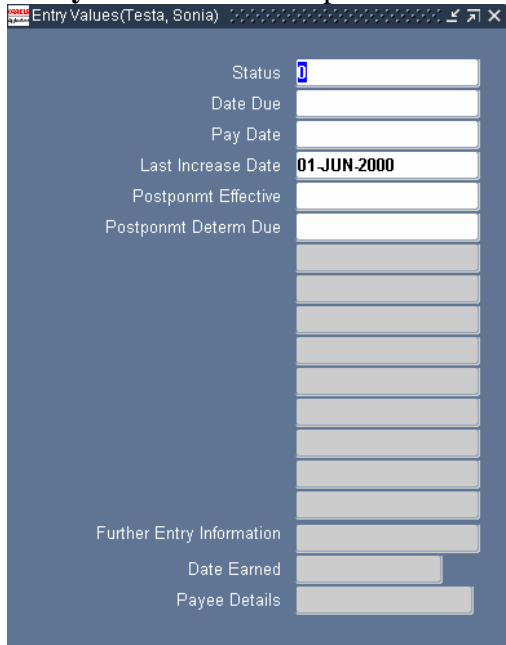
The **Assignment** window identifies the employee's position data and position number. You can use this number to retrieve the **Position** to view and update other position data. A simple method is to highlight the entire **Position** data field, copy it (**Ctrl C** or **Edit – Copy** from the Main Menu Bar), then paste the number into the blank **Position** window to execute a query.

Step	Action
6	<p>In the People window, click the <Assignment> button the window opens showing position data. There are three Taskflow Buttons on this window.</p> <ul style="list-style-type: none"> • <Entries> • <Others> • <Tax Information> (Not used by DOD) <p></p> <p>Note: the <i>Supervisor Region</i> is not used by DoD.</p> 

Continued on next page

Updating LN Records, Continued

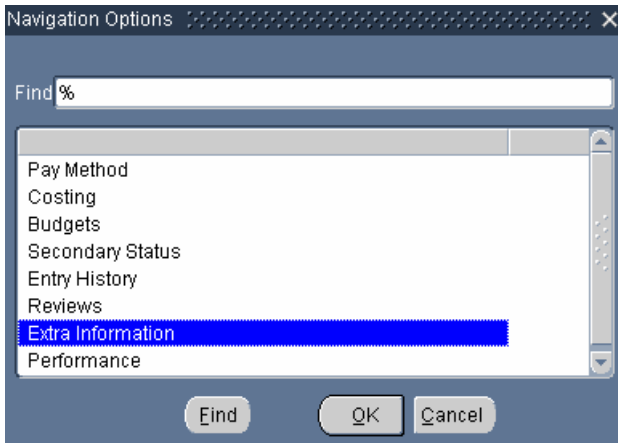
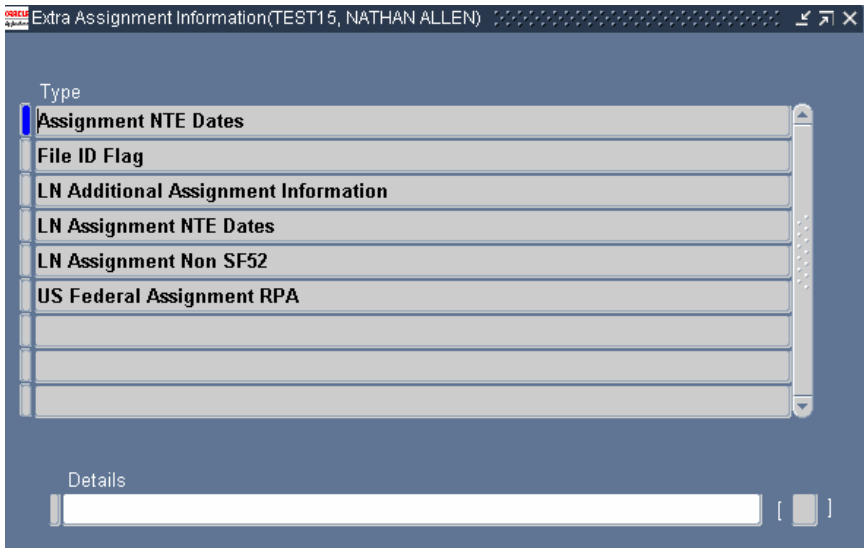
Viewing Assignment Information (continued)

Step	Action																																								
7	<p>Click the<Entries> button. The window opens. It contains pay-related information for the current pay period. Use DateTrack if you need to view past data. You can update some of the information or add an element, if RPA/NPA is not required.</p>  <p>The screenshot shows the 'Element Entries' window for 'Testa, Sonia'. It displays a table with columns: Element Name, Processing Type, Costing, Reason, and Effective Dates (From, To). The 'Total Pay' row is highlighted. Below the table are buttons for 'Entry Values' and 'Balance Grossup'.</p> <table><thead><tr><th>Element Name</th><th>Processing Type</th><th>Costing</th><th>Reason</th><th>Effective Dates (From, To)</th></tr></thead><tbody><tr><td>Total Pay</td><td>Recurring</td><td></td><td></td><td>01-OCT-2002, 01-OCT-2002</td></tr><tr><td>Basic Salary Rate</td><td>Recurring</td><td></td><td></td><td>01-OCT-2002, 01-OCT-2002</td></tr><tr><td>Adjusted Basic Pay</td><td>Recurring</td><td></td><td></td><td>01-OCT-2002, 01-OCT-2002</td></tr><tr><td>LN Within Grade increase</td><td>Recurring</td><td></td><td></td><td>27-JUN-2002, 01-OCT-2002</td></tr><tr><td>LN Lunch Allowance</td><td>Recurring</td><td></td><td></td><td>01-OCT-2002, 01-OCT-2002</td></tr><tr><td>LN Total Supplemental Pay Ital</td><td>Recurring</td><td></td><td></td><td>01-OCT-2002, 01-OCT-2002</td></tr><tr><td>Salary Information Italy</td><td>Recurring</td><td></td><td></td><td>01-OCT-2002, 01-OCT-2002</td></tr></tbody></table>	Element Name	Processing Type	Costing	Reason	Effective Dates (From, To)	Total Pay	Recurring			01-OCT-2002, 01-OCT-2002	Basic Salary Rate	Recurring			01-OCT-2002, 01-OCT-2002	Adjusted Basic Pay	Recurring			01-OCT-2002, 01-OCT-2002	LN Within Grade increase	Recurring			27-JUN-2002, 01-OCT-2002	LN Lunch Allowance	Recurring			01-OCT-2002, 01-OCT-2002	LN Total Supplemental Pay Ital	Recurring			01-OCT-2002, 01-OCT-2002	Salary Information Italy	Recurring			01-OCT-2002, 01-OCT-2002
Element Name	Processing Type	Costing	Reason	Effective Dates (From, To)																																					
Total Pay	Recurring			01-OCT-2002, 01-OCT-2002																																					
Basic Salary Rate	Recurring			01-OCT-2002, 01-OCT-2002																																					
Adjusted Basic Pay	Recurring			01-OCT-2002, 01-OCT-2002																																					
LN Within Grade increase	Recurring			27-JUN-2002, 01-OCT-2002																																					
LN Lunch Allowance	Recurring			01-OCT-2002, 01-OCT-2002																																					
LN Total Supplemental Pay Ital	Recurring			01-OCT-2002, 01-OCT-2002																																					
Salary Information Italy	Recurring			01-OCT-2002, 01-OCT-2002																																					
8	<p>In the Element Name column select the element to view, i.e., LN Within Grade Increase. Click the<Entry Values> button. The Entry Values window opens.</p>  <p>The screenshot shows the 'Entry Values' window for 'Testa, Sonia'. It contains fields for Status, Date Due, Pay Date, Last Increase Date (01-JUN-2000), Postponmt Effective, Postponmt Determ Due, Further Entry Information, Date Earned, and Payee Details.</p>																																								

Continued on next page

Updating LN Records, Continued

Viewing Assignment Information (continued)

Step	Action
9	Save work and close both windows to return to the <Assignment> window
10	<p>On the Assignment window, click the <Others> button. The Navigation Options window opens. Select Extra Information then click the <OK> button</p> 
11	<p>The Extra Assignment Information window opens.</p> 

Continued on next page

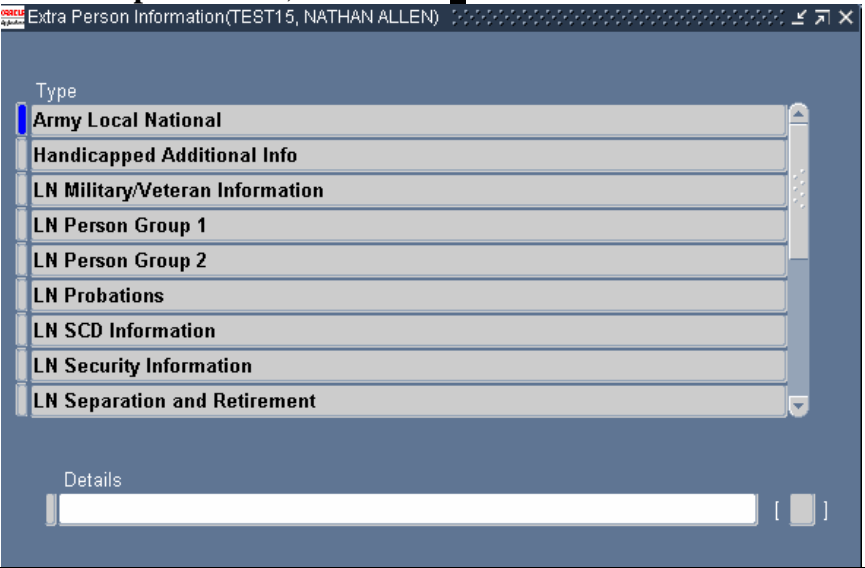
Updating LN Records, Continued

Viewing Assignment Information (continued)

Step	Action
12	Use the scroll bar to select the <i>Type</i> needed then click in the <i>Details</i> data field. Repeat this step for each <i>Type</i> to be viewed.
Ex. Types	File Flag ID:
	LN Additional Assignment Information
	LN Assignment NTE Dates
	LN Assignment Non SF52
13	Save work after inputting data in each of the data fields. Click the <OK> button to return to the Assignment window. Close the windows and return to the People window.

Updating Extra Person Information

Extra Person Information stores information that occurs one time in an employee's record. If it is updated, the new information replaces the old values. Use the following steps to access the different *Types*.

Step	Action
14	In the People window, click the <Extra Information> button. 
15	Use the scroll bar to select the <i>Type</i> to be viewed or updated;.
16	Click in the <i>Details</i> data field. To open window (DDF)

Continued on next page

Updating LN Records, Continued

Updating Extra Person Information (continued)

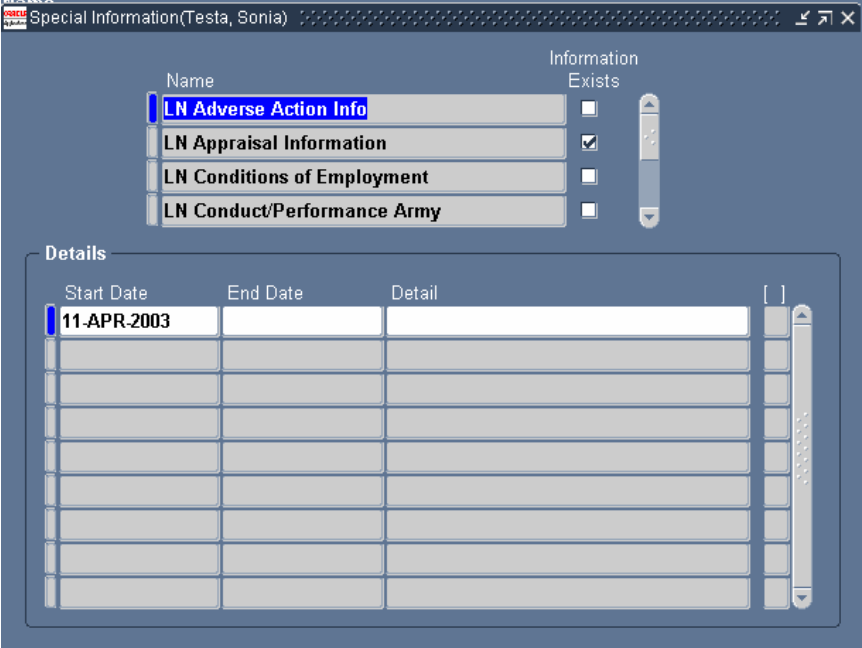

Step	Action
17	View or enter any required data. Into the field then Click the< OK > button
18	Repeat the above Steps for each required <i>Type</i> and DDFs. These are the examples of remaining <i>Types</i>
Ex. Types	Army Local National Army Unique Information – Ger Handicapped Additional Info: LN Military/Veteran Information: LN Other Information – Ger LN Person Group 1: LN Person Group 2 LN Probations: LN SCD Information: LN Security Information LN Separation and Retirement: LN Works Council Info – Ger
19	Upon completion, exit the Extra Person Information window and return to the People window.

Continued on next page

Updating LN Records, Continued

Updating Special Information

The **Special Information** (SIT) Taskflow Button stores multi-occurrence information; e.g., appraisals, training, etc. The following steps are used to access the SIT.

Step	Action
20	In the People window, click the < Special Info > button. The Special Information window opens with the employee's name.
21	<p>Query for the LN SITs. Press the F11 key to clear the Name data field enter %LN% then press CTRL + F11 keys together The LN Special Information Types display.</p>  <p> Note: There are other SITs such as Completed Training and Required Training that will not start with “LN” that may be necessary to use.</p>

Continued on next page

Updating LN Records, Continued

Updating Special Information (continued)

Step	Action
22	<p>Select the Name of the SIT and click in the Detail data field to open window. Examples:</p> <p>LN Adverse Action Info: LN Appraisal Information: LN Conditions of Employment: LN Conduct/Performance Army: LN Education Information LN Language Information</p>
23	<p>Upon completion, exit the Special Information window and return to the People window. Save your work.</p>

Updating Others

The <**Others**> Taskflow Button is used only to accept applicants. See this module, Chapter 2, Building Local National Applicants, section, “Accepting an LN Applicant.”

Step	Action
24	